

**Executive Host Information 2005
Placement Week November 15-19, 2004**

Office Name: NOAA Satellites and Information Service
Office of Budget and Planning

Position Title: Program and Policy Analyst

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	
> 10	X

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	
No	X. Other NESDIS Offices have hosted Fellows.

If yes, how many? n/a

If fellow is currently on assignment, please provide contact information.

Name	
Tel	
Email	

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	X
No	

Organizational Overview

Mission Statement: (Please limit to 30 words.)

NOAA Satellites and Information Service (NESDIS) is dedicated to providing timely access to global environmental data from satellites and other sources to promote, protect, and enhance the Nation's economy, security, environment, and quality of life.

The mission of the NESDIS Budget and Planning office is to assist NESDIS senior managers obtain resources necessary to execute assigned programs and to provide our customers the highest quality resource management tools and services, enabling them to achieve effective and efficient implementation of NOAA and NESDIS policies and programs.

Brief Overview of Your Office's work: (Please limit to 150 words.)

The NESDIS Budget and Planning Office (E/BP) is part of the NESDIS Chief Financial Officer's staff and located within the NESDIS Administrator's headquarters staff. Located in the Silver Spring Metro Center complex, E/BP provides overall program and policy guidance for NESDIS with respect to budgetary matters, including:

- Supporting and developing the exhibits and documentation to further NESDIS programs in the NOAA budget planning, programming, formulation and execution processes,
- Providing overall programmatic and policy coordination for NESDIS budgetary activities with the NOAA Budget Office, Department of Commerce Budget Office and the Office of Management and Budget
- Representing NESDIS activities in the annual NOAA Strategic Planning processes,
- Developing exhibits and materials regarding NESDIS programs for the Congressional audiences.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

NOAA Office of Legislative Affairs
NOAA Budget Office
NOAA Line Office Legislative Liaisons
NOAA Line Office CFOs and Budget Offices

Assignment Description.

It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

- Strong communications skills (verbal and written);
- Ability to work under strict deadline with little advance notice
- Ability to translate highly technical materials for use by a non-technical audience
- Mastery of Microsoft Word and Excel, Powerpoint

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

The position is loosely titled “NESDIS Congressional Liaison.” The position calls for 360 degree coordination to ensure that NESDIS programs and activities are appropriately reflected in NOAA programs. This will require close coordination with NESDIS HQ and the Line Offices and Data Centers, NOAA Office of Legislative Affairs and NOAA Budget Office, and other NOAA Line Office Legislative liaisons. The scope of the responsibilities will include:

- Preparing documents to support the FY2005 President’s Budget Request (PBR) rollout
- Developing exhibits such as Questions and Answers related to the PBR for NOAA HQ and DOC Secretarial use.
- Develop budget 1-pagers and other handouts to support Congressional visits to Members and staffers
- Develop the basic Powerpoint presentation that will be used to support NESDIS Assistant Administrator and Deputy Assistant Administrator and Office and Center Directors during Congressional visits, meetings with Constituents, and International partners
- Prepare talking points, testimony, responses to questions on the NESDIS budget activities
- Track and keep NESDIS personnel informed of legislation that affects NOAA, NESDIS and key Federal agency partners such as NASA Earth Observing Satellite programs, select DoD programs, General Services Administration, Department of Homeland Security
- Develop, and where applicable, comment on testimony for use by DOC, NOAA, NESDIS officials at hearings
- Coordinate internal NESDIS review and response of Questions for the Record and Statement of Administration Position documents
- Ensure that NESDIS programs and policies are is adequately reflected in NOAA documents that will be used on the Hill
- Monitor Government Accountability Office (GAO) audits on NESDIS programs.